

**METHOD AND APPARATUS FOR FORMING A DOCUMENT SET****ABSTRACT**

A method for forming a document set is described. The document set is formed from rectangular sheets of the same size and includes an envelope sheet and at least one insert sheet. The method includes the steps of printing the envelope sheet with envelope information, this envelope information including a unique code identifier, printing each of the insert sheets with insert information, this insert information including a unique code identifier, and further more collating the envelope sheet and the insert sheets to form the document set.